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PROGRAM REQUIREMENTS

1. **Annual Board Training** - Agencies shall provide annual training to all Agency Board of Director members specific to Tripartite Boards. Training should include, but not be limited to, the basic principles of organizational governance, fiduciary duties of loyalty; liability & shield from liability of Board Members, and ROMA (Results Oriented Management and Accountability).
2. **Dated Copies of:** CSBG inventory, A-133 audit reports and management letters, bylaws, personnel policies, fiscal policies, and Board approved customer eligibility criteria (any that have been added and/or changed since last on site CSBG review).
3. **Community Action Agency Board Requirements**

CAA must submit a roster of current board members by sector, indicating the date of appointment/election and term of office, each year when the contract is reviewed and renewed in order to ensure that each of the statutorily required members is adequately represented. Any changes in Board membership during the contract year must be submitted to the Community Services Coordinator.
4. **Board of Director meeting notices at least 5 days prior to the meeting.**
5. **Approved Board of Director and Executive Committee meeting minutes within 15 days of ratification/approval.**
6. **The Board of Director minutes** Must include documentation of the Board's on-going review and acceptance of the complete CSBG refunding application which includes the Community Needs Assessment, Annual Community Action Work Plan and Budget, NPI Targets, and Variance Reports if appropriate; the Chair then attests that that has happened. High performing agencies will tie the annual work plan to their strategic plan. And, the strategic plan will have been influenced by the Community Needs Assessment. These agencies will provide reports to the BOD that address progress toward completion of the work plan, targets, and budget.

Requested documentation for items 1-6 should be sent to the Community Services Coordinator for CSBG.

7. **Child Support Services and Referrals** During each fiscal year for which an eligible entity receives a grant under section 675C, such entity shall: inform custodial parents in single-parent families that participate in programs, activities,

or services carried out of provided under this subtitle about the availability of child support services; and refer eligible parents to the child support offices of State and local governments.(Public Law 105-285: The Community Opportunities, Accountability, Training and Education Services Act of 1998. Sec. 678G. Drug and Child Support Services and Referrals.)

8. **CAA Program Regulations** Provider agrees to comply with all Community Services Block Grant regulations as outlined in Chapter 2 RULES: Community Action Agencies at: <http://www.maine.gov/sos/cec/rules/10/chaps10.htm> and must be ready and able to produce any and all documents if requested.
9. **Termination of Work Performance** The Provider shall report any anticipated closing of the Provider's operations at the earliest possible date and no later than sixty (60) days prior to the anticipated closure date, with the exception of reasonably unforeseen circumstances, to the Agreement Administrator and Program Coordinator. This written communication shall be specific and include, but not limited to, the date of expected closure, description of any and all programs affected, number of clients projected to be impacted, plans for addressing needs of the clients affected, and the name and contact information of the person(s) responsible for the care of clients affected and their records. The Provider shall assist the client and the client's community support worker in obtaining services from another provider.

In addition, the Provider shall report to the Program Coordinator all major programming and structural changes in programs funded, seeded, or licensed by the Department within the time frame noted above. Any changes that add, alter or eliminate existing services must be negotiated and approved by the Program Coordinator prior to implementation. Major program changes include, but are not limited to, the following: (1) the addition of new services or deletion of existing services; (2) serving a population not served by the agency previously; (3) significant increases or decreases in service capacity as defined by the governing body; (4) significant changes in the organizational structure as defined by the governing body; (5) changes in the executive director or name or ownership of the agency; or 6) relocation of services. For MaineCare funded services, the Provider shall give due process notification as required by MaineCare regulations, Chapter 1 of the MaineCare Benefits Manual.

10. SETTLEMENT TERMS:

Settlement of the contract shall be accomplished in accordance with policies contained I n the Purchase of Service Policy Manual and the following settlement terms and method:

Cost Shared

Method of Accounting: (check one) ☐ **Cash** ☒ **Accrual**

11. Special Purpose Equipment or General Purpose Equipment

Special Purpose Equipment or General Purpose Equipment, defined in the OMB Circular A-122 as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-profit organization for financial statement purposes, of \$5,000 or more, are unallowable as a direct or indirect cost except with the prior approval of the awarding agency. However, compensation for the use of equipment may be made through depreciation and use allowance.

Based on the OMB Circular A-122, The State of Maine process for the Community Action Program agencies will be to have the CAA depreciate any equipment needed to support the CAA programs or infrastructure. The computation for the depreciation method is found in OMB Circular A-122, Selected Items of Cost #11.d